

ITEM 6 **NUMBER OF DEPARTMENT STORES** *(See instructions on reverse.)*

COVERAGE INSTRUCTIONS AND DEFINITIONS OF DEPARTMENT STORES, E-COMMERCE SALES, AUXILIARY ESTABLISHMENTS, LEASED DEPARTMENTS AND CONCESSIONS

I. Coverage Instructions

This report covers all department stores in the United States which are operated by the company identified in the label and its subsidiaries. Exclude any operating units which submit separate Current Retail Trade reports to the U.S. Census Bureau.

normally arranged in separate departments. "Discount stores" are included as department stores, provided they meet the criteria described.

III. E-Commerce Sales are sales of goods and services where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

IV. Auxiliary Establishments are facilities primarily engaged in furnishing supporting services (such as warehouses, garages and central administrative offices) to your retail establishments.

V. Leased Departments and Concessions are separate businesses that lease space on the premises of another business.

II. Department Stores are establishments primarily engaged in retailing a wide range of the following new products with no one merchandise line predominating: apparel, furniture, appliances, and home furnishings; and selected additional items, such as paint, hardware, toiletries, cosmetics, photographic equipment, jewelry, toys, sporting goods, and limited nonperishable food items. Merchandise lines are

SPECIFIC INSTRUCTIONS FOR COMPLETING ITEMS 4, 5, AND 6

Item 4 – Sales and Report Period

INCLUDE

- Cash and credit sales of merchandise whether or not payment was received
- Leased departments and concessions operated by other firms in the department stores covered by this report
- E-commerce sales if not submitted on a separate monthly retail report
- Wholesale sales made by retail establishments covered by this report
- Receipts from layaway purchases
- Receipts from the rental or leasing of vehicles, equipment, instruments, tools, etc.
- Receipts from deliveries
- Receipts from installations, maintenance, repairs, alterations, storage, and other such services
- Value of trade-ins taken as part payment for other merchandise
- Excise taxes (such as those on gasoline, liquor, and tobacco) which are levied on the manufacturer or wholesaler and included in the cost of goods purchased by this firm

EXCLUDE

- Sales taxes collected from customers and paid directly to a local, State, or Federal tax agency
- Leased departments and concessions operated by this firm in other establishments
- Carrying or other finance charges
- Commissions from vending machine operators
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions from sales of government lottery tickets
- Sales from auxiliary establishments

DEDUCT

- Refunds and allowances for returned goods
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

Item 5 – Merchandise Inventories (End of Month)

INCLUDE

- Merchandise if title has passed to you, including merchandise in transit in the United States
- Merchandise under contract for sale
- Merchandise owned by this firm but held by others for sale on consignment
- Merchandise in auxiliary establishments

EXCLUDE

- Fixtures, equipment, and supplies not held for sale
- Merchandise owned by others such as those held on consignment
- Merchandise held outside the United States
- Merchandise of leased departments and concessions operated by other firms in department stores covered by this report
- Merchandise of leased departments and concessions which you operate or own but are located in other establishments

Item 6 – Number of Department Stores

INCLUDE total number of department stores covered by this report.

EXCLUDE

- Auxiliary establishments
- Leased departments and concessions operated by other firms in department stores covered by this report
- Leased departments and concessions operated by this firm in other establishments

REMARKS – If more space is required, continue on a separate sheet.

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